

CHAPTER 15

AIRSPACE

TABLE OF CONTENTS

15.01.00.00	GENERAL
01.00	Function and Policy
01.01	Definition
01.02	Airspace Policy
02.00	Responsibilities of Headquarters, Airspace Development Branch
02.01	Annual Reports
02.02	Annual HQ Staff Assistance Visits (SAV)
03.00	Responsibilities of Region and District Airspace Development Units
04.00	District Airspace Review
15.02.00.00	INVENTORY OF AIRSPACE LEASES AND INTERNAL USES
01.00	Inventory Requirements
01.01	Identification Number
01.02	New Sites in Inventory
01.03	Mapping
02.00	Use of Airspace Sites
15.03.00.00	PLANNING AND MARKETING
01.00	General
02.00	Planning
03.00	Marketing
03.01	Advertising
03.02	Signs
03.03	Promotion
03.04	Adjoining Owners
04.00	Broker Commissions
05.00	Discriminatory Rezoning
15.04.00.00	AIRSPACE LEASES
01.00	Types of Airspace Leases
01.01	Rental Agreement
01.02	Parking and Open Storage Agreement
01.03	Non-Developmental Agreement
01.04	Developmental Agreement
01.05	Marler Johnson Agreement
01.06	Park and Ride Agreement
01.07	Three-Year Directly Negotiated Non-Development Agreement
01.08	Telecommunications Licenses
01.09	Public Agency Leases
01.10	Film Industry Leases
02.00	Oil and Gas Leases
03.00	Utility Companies
04.00	Lease Agreements
04.01	Terms and Conditions
04.02	Insurance Requirements
15.04.00.00	AIRSPACE LEASES (Continued)

05.00	Option to Lease
05.01	Option Agreements
05.02	Option Payments
05.03	Exercising Option Rights
06.00	Exercising Option to Extend an Existing Lease
15.05.00.00	LEASE RATE
01.00	Valuation of Lease Rate
01.01	Lease Rate Appraisal
01.02	Percentage Leases
02.00	Plottage Value
03.00	Rate of Return
04.00	Scheduling Valuation Requests
05.00	Lease Payments
05.01	Minimum Lease Rate
05.02	Minimum Security Deposit
05.03	Periodic Adjustments
06.00	Rental Offsets
07.00	Seismic Retrofit Adjustments
15.06.00.00	AIRSPACE LEASES - PROCESSING
01.00	Rental Agreement
02.00	Short-Term Leases - Competitive Bid
02.01	Bid Auction
02.02	Minimum Bids
02.03	Bid Deposit and Payment
02.04	Renewals
03.00	Long-Term Leases - Competitive Bid
03.01	Offer and Proposal
04.00	Long-Term Leases - Directly Negotiated
04.02	Letter of Understanding
05.00	AAC and CTC Approval
05.01	AAC Consent to Directly Negotiate
05.02	CTC Approval of Terms and Conditions
06.00	Public Agency Leases
07.00	Processing Other Lease Agreements
08.00	Marler Johnson Park Lease
09.00	Toll Bridge Authority Lease
10.00	Subsequent Lease Documents
10.01	Estoppel Certificate
10.02	Encumbrance
10.03	Memorandum of Lease
10.04	Sublease and Assignment
10.05	Amendments
11.00	Reviews and Approvals
11.01	Conceptual Approval
11.02	Preliminary Approval
11.03	Final Approval
12.00	Environmental Status
13.00	FHWA Approval
14.00	Air Quality
15.00	Transmitting Documents
15.07.00.00	INSPECTION AND USE REQUIREMENTS
01.00	Inspections

01.01	Inspections of Vacant Sites
02.00	Column Protection
03.00	Backflushing
04.00	Structures
05.00	Mini-Warehouse Inspections
06.00	Groundwater Inspections
07.00	Encroachment Permits
07.01	Encroachments by Exception
07.02	Permits for Telecommunications Licenses
07.03	Permits Office
07.04	Monitoring Construction
08.00	State Fire Marshal Inspections
08.01	SFM Inspection Responsibilities
08.02	Conducting Inspections
08.03	Inspection Reports
08.04	Special Requests
09.00	Hazardous Materials and Waste
09.01	Inspections
09.02	Hazardous Waste Coordinator
09.03	Inventory
09.04	Potential Surface Contamination
09.05	Lease Clause
10.00	Default

**15.08.00.00 MANAGING THE AIRSPACE PROGRAM -
PROPERTY MANAGEMENT AND THE MARKETING PLAN**

01.00	General
02.00	Property Management
03.00	Lease File
04.00	Right of Way Property System
05.00	Income
06.00	Marketing Plan
07.00	Program Efficiency
08.00	Policy and Procedural Manuals
09.00	Training and Development
10.00	Reference Library